## LANXESS, LAW AND PATENTS RCE CHECKLIST

Docket Number: 7 YOC	Date Due:_	4-5-06
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STEP	COMPLETED
Obtain administrative documents needed for filing:	
Obtain administrative documents incoded for the property of th	
(1) RCE Form - PTO SB 30 <sup>1</sup> , (2) Form PTO 2038 (Credit Card). Assure that Anne signs	ł 1
(2) Form P10 2038 (Clean Card): Adding to dep.  (3) Credit Card Communication (for charging extra or refund to dep.	}
acct.) (4) EXTENSION OF TIME (if needed)	
(5) AMENDMENT/RESPONSE OR IDS	
(6) FAX COVER SHEET (if faxing)	
IF MAILING	
Post Card (Put Stampsu)	
PREPARE envelope, address MAIL STOP RCE	
PREPARE FOR ATTORNEY: Assemble	
1. administrative documents	
(1) PTO SB 30 (2 copies to PTO if mailing & 1 copy to the FILE -	
latterney signs 1 copy to CLIENT - no attorney signs)	
(2) Form PTO 2038 (Credit Card) (1 copy for file and 1 signed copy for	1
Anna	
(3) Credit Card Communication to authorize underpayment be deducted	
from Deposit Account	
Las Extension of time (if mailing - 3 copies to PTO, except faxing t	
copy) - attorney signs, (1 copy to the FILE - attorney signs, NO copy to	)
CLENT	
(4) Amandment (1 copy to PTO) (1 copy to the FILE - attorney signs,	1
copy to CLIENT – no attorney signs) If submission is an IDS then use	
PTO 1449 and IDS statement	
After faxing, circle number of pages on cover sheet and USPTO Auto-	

1 (obtain any from below

Lexis automated forms go to the web page (or click on this link http://www.texisone.com/lfsub/lfsub?action=login&returnURL=http%3A%2F%2Fwww.lexisone.com/m%2Flfsub%3Faction%3Dviewform%26id%3D8682%26category\_id%3D836}) and use user name: corp1001

Password: bayo95205 Then click to the links of: Subscriptions > Patent

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PTO and PCT Forms

and choose PTO and PCT Forms

pto SB 30.hfd. 2.

Bookmarks/Lexis Nexis on Bayemet

The state of the s	
Reply. Initial Also. Give to Attorney for Review.	
Include this RCE CHECKLIST with materials.	
RCE's can be filed by FAX or mail.	
Send to CLIENT <sup>2</sup> Take complete file to Docketing	

S:\LANXESS SMARTLIST\RCE\checklist and information.doc

<sup>&</sup>lt;sup>2</sup> Lanxess AG - give to Sue to mail





## **LANXESS Corporation**

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Fax Coversheet

APR - 5 2006

Date:

April 4, 2006

Number of pages (including this page): 6

To:

**GROUP NO.: 1713** 

4128091054

From:

Jennifer R. Seng

Company:

Div/Dept.:

Law/Intellectual Property

**USPTO** 

Fax:

571-273-8300

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412-809-1054

Phone:

Phone:

412-809-2233

DOCKET NO.: PO-7800/LeA 36,356

SERIAL NO.: 10/667,980

Please find a copy of a Request for Continued Examination (RCE), Communication, PTO-2038 and Petition for Extension of Time.

If you have any questions please call.

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